

# NOTICE

Application Dates: **Open until filled**

The Troutman Police Department is accepting applications for **Patrol Officer Position**.

Hiring Range: **\$39,600.00 - \$61,380.00 (Plus Holiday Pay)**. Salary within hiring range will be determined based on starting pay, verifiable work experience, qualifications, college degree and CJ Standards Certifications.

Applications open until filled.

**General Statement of Duties:** This position is responsible for the enforcement of state and local laws within the Town; answers calls for service; investigates criminal and narcotic activity and motor vehicle crashes; prepares incident, arrest and crash reports; maintains files/records; works traffic details; serves arrest warrants, criminal summons and subpoenas; collects evidence; conducts follow-up investigations/contacts; prepares and testifies in court; works varied shifts when required; participates in community-oriented policing activities; works to ensure the safety of the public, and performs other related duties that are apparent or assigned.

**Required Experience and Training:** Graduation from High School or attained a General Educational Development certification (GED); and successful completion of Basic Law Enforcement Training (BLET) certified by the North Carolina Criminal Justice Education and Training Standards Commission. Must possess a valid or current BLET certificate or must be currently enrolled in a BLET program. Applicant must provide proof/documentation of all education/training requirements. If currently enrolled in BLET, must submit a letter from the BLET Director/Coordinator stating applicants standing in the program. Possess or be eligible to obtain a valid NC driver's license. Prior law enforcement experience and some college is preferred. Out of state applicants must be able to transfer law enforcement certification and training as approved by the NC Criminal Justice Education and Training Standards Commission. Applicant must be 20 years of age; a US citizen; be of good moral character; be eligible for certification per NC Department of Justice Criminal Justice and Sheriff's Standards Divisions Certification Prerequisites for Law Enforcement Officers (attached); demonstrate employment stability through past work history; pass an interview, a polygraph, a psychological test, a drug screening and medical examination. Applicants

with prior military must possess an honorable discharge. **Untruthfulness or the intentional withholding of information on any application, interview, polygraph examination or paperwork associated with the position will result in disqualification.**

For consideration, fully complete a Resume, Town of Troutman Employment Application, CJ Standards Personal History Statement (Form F-3), and an Authorization for Release of Personal Information. You may apply by downloading required documents from the Town's website ([www.troutman.gov](http://www.troutman.gov)) under Town Services, Employment. Fully complete all forms, scan, and email to [tfleming@troutmannnc.gov](mailto:tfleming@troutmannnc.gov); or mail required documents to PO Box 26 Troutman NC 28166, Attention Human Resources; or fax to 704.508.3002. **Incomplete paperwork will not be accepted.**

The Town of Troutman and the Troutman Police Department are equal opportunity employers.

Any questions please call the Town of Troutman at 704.528.7610.